

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DA RMO Meeting

FROM: DA/RMO
7D18 HQ

EXTENSION

NO.

DATE 10 June 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA

10/6

[Signature]

FYI

2.

3.

ADDA

13 JUN 1983

[Signature]

DD/A REGISTRY

FILE: 70-4

4.

5.

DDA

13 JUN 1983

[Signature]

6.

7.

8.

9.

10.

11.

12.

13.

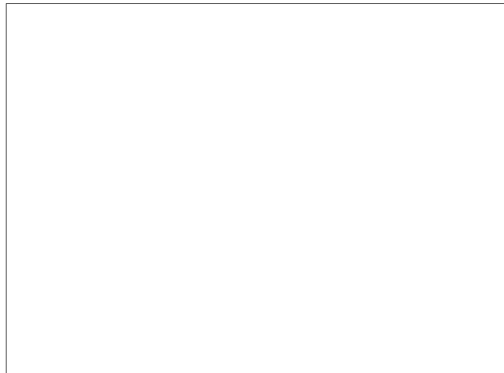
14.

15.

10 June 1983

STAT

MEMORANDUM FOR:



FROM:

Directorate of Administration
Records Control Officer

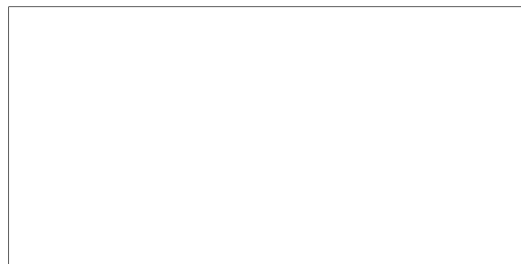
SUBJECT:

Directorate of Administration RMO Meeting

There will be a meeting of DA/RMOs at 1030 hours on ¹⁶~~23~~ June 1983, in Room 7D32 HQ. Mr. Fitzwater will be present at the beginning of the meeting to meet each of you. Items to be discussed are:

- a. Records Control Schedules
- b. Safe inventory just completed by BSB
- c. Registry facilities in the new building
- d. Use of ARCINS/RAMS/CARS
- e. Control of copiers

STAT



STAT_A/MS:

Orig & 8 - Adses
1 - DDA Chrono
1 - DA/RMO Subject
1 - DA/RMO Chrono
1 - EO/ADDA/DDA Info